

Minutes of the Meeting of

THE JOINT INTELLIGENCE STUDY PUBLISHING BOARD

Edwin Stern & Co., Inc.
140 N. 6th Street
Philadelphia, Pa.
25 August 1943

Present:

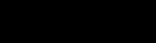
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Cdr. Bailey.....JISPB (ONI)
[REDACTED].....JISPB (OSS)
Mr. Hamburger...Edwin Stern & Co.
Mr. Cheney.....Edwin Stern & Co.
Mr. Biller.....Edwin Stern & Co.

1. Purpose and format of JANIS.
2. Cover stock for individual chapters. Four samples were submitted, 1 for the two Army chapters (I & II), 1 for the two Navy chapters, and 2 for the other 9 chapters. Sterns will submit recommendations on covers.
3. Mr. Hamburger estimated that will do the reproduction in 17 calendar days from receipt of text and all art work. Requested one JISPB member to be present during reproduction to handle problems. Page proof will be sent to Washington by Confidential courier but must not be kept for proofing longer than 2 days if the estimated reproduction deadline is to be met.
4. Sterns could not bid on the contract as to a specific cost due to a number of variables. It is to be a negotiated contract involving submission of cost by monthly billing or job billing. After a few chapters are reproduced, accurate estimates can be made.
5. Sterns will set up a sample page of text and submit to the JISPB. This will follow the indentations desired by JISPB and will include Sterns' recommendations on type face, etc. for heads, sub-heads, and lower division headings.
6. It was agreed that 11 on 13 point type is the desirable size for the text.
7. It was agreed that any chapter of text should be submitted to the printers as soon as possible unless it is a very small amount.
8. On fold-in maps an extra 3/8-inch margin will be necessary on the binding edge.
9. Sterns requested to investigate accordion jackets in which are to be included large folded maps accompanying a JANIS.
10. Contact with printers. Any such should be made with Mr. Henry Cheney, Walnut 6280.
11. Outside JANIS covers. Sterns was requested to investigate and recommend.

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DATE: 21 JUL 1980 REVIEWER: 018648

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12. Sterns should be notified as to what maps are to be included in a JANIS. They will recommend a layout for same.
13. Maps in text. A dummy page is to be submitted in the place where maps are to go in text. One glossy print of each map will be submitted separately. If to have a red overprint, the red plate should be indicated on tracing paper over the print.
14. Sterns will use a 200-line screen on the pictures. All art work should be ready for reproduction when submitted to Sterns. Any retouching should be done in Washington. (Sterns would rather have photo copies of pictures than negatives).
15. Outside jacket title and title page will be worked out by JISPB.
16. A check will be made with Lt. Taymans on method of supply of stock to Sterns.
17. It was agreed that Bailey would return to Sterns on September 8 with all text ready for reproduction by that time.
18. Hamburger, Bailey,  inspected portions of the Sterns' plant.

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Respectfully submitted,



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